

Commonwealth of Massachusetts

Job Aid: How to Search for and Read Statewide Contract PRF44DesignatedOSC ePay Electronic Payments

This Job Aid shows how to:

- Search for Active Statewide Contract PRF44DesignatedOSC ePay Electronic Payments

Comm-PASS Procurement Access & Solicitation System

Welcome to the Commonwealth's sole online procurement record site. Public record access is always FREE. [Ask A Question](#)

[QUICK QUOTES](#) [SOLICITATIONS](#) **[CONTRACTS](#)** [FORUMS](#) [BUSINESS DIRECTORY](#) [JOIN](#) [FED STIMULUS](#) [RESOURCE CENTER](#)

BUY SMART

Buyers: Better manage the procurement process with BUYSMART, the FREE online system for Massachusetts public entities from Comm-PASS.

Buyer LoginID:
Password:
[Login/Agree](#)
[Terms of Use](#)
[Retrieve Forgotten Login ID](#)
[Reset Forgotten Password](#)

BUY SMART Helps you:

- > Receive more qualified competitive bids
- > Streamline workflow
- > Increase procurement efficiency
- > Simplify filing with an electronic paperless system [more benefits...](#)

Buyer Tip - NEW!

- > Procurement Law [learn more...](#)
- > Procurement Type [learn more...](#)
- > Copy Function [learn more...](#)

OSD Procurement Schedule
Review this summary schedule of Operational Services Division's upcoming procurement activity.

OSD Events and Training

Opportunities Currently Exceed \$6.07 Billion

Select Images To Access Authorized Statewide Contract Vendor Ads

MASSbuys **Is Your Business Eligible?** **SBPP** **This Space Available!** **Save Smart** **B-C-A-M**

Fiscal Year 2013 Small Business Purchasing Program Benchmark Issued
The Operational Services Division is happy to announce the issuance of the Fiscal Year 2013 benchmark for the Small Business Purchasing Program (SBPP). In an effort to increase the use of small businesses in public purchasing, Executive Branch Departments are strongly encouraged to spend 2.5% of annual procurement expenditures with small businesses enrolled in the SBPP. By issuing this benchmark, Executive Branch Departments have a greater incentive to support the existence and growth of small businesses in the Commonwealth by continuing to invest in Massachusetts-based small business enrolled in the SBPP.

The Small Business Purchasing Program was established in 2010 to support small businesses in the Commonwealth. To enroll in the program, please follow these five [steps](#).

New How To Locate and Read Statewide Contracts and Find Contract Vendors
The Operational Services Division is happy to announce a new feature of the Comm-PASS System. Based on user feedback, the Comm-PASS team has designed new, easy to use and highly accessible Statewide Vendor Reporting and Search functionality. Without requiring login credentials or more than a few clicks, one can browse all Active Statewide Contracts and Vendors and Search for Active Statewide Contract Vendors. Results include links directly to contracts, vendor details - and all search results can be exported in Microsoft Excel. The Vendor list contains many attributes you have requested in Comm-PASS such as designated icons to show Small Business Purchasing Program participation or Supplier Diversity Program SDO certification. This enhancement saves time and makes Statewide Contracts more accessible for all users. Job Aid [more](#).

Announcing Time-Saving Enhancements to the Comm-PASS Bidders Forum
The Comm-PASS Forum is an online opportunity to field Bidder Questions on an open solicitation prior to bid submission. An online Forum is a buyer tool available in Comm-PASS that allows potential bidders or anyone interested in a specific solicitation to post questions online and allows the buyer to post answers to the questions. Questions and answers posted to the Forum are accessible to all Comm-PASS users. Enhancements to the Forum have significantly reduced the data entry for buyers. Instead of posting answers to each question one at a time, buyers can now answer all of the submitted questions and upload all of the answers in one key stroke. The newly enhanced Forum also allows for easier viewing of all of the questions and answers. We encourage you to take advantage of the new and improved Forum. Any questions, please contact the Comm-PASS Help Desk at comm-pass@state.ma.us.

Subscriptions to Comm-PASS SMARTBID are Free
Businesses interested in bidding on contract opportunities offered through the Commonwealth's procurement access and solicitation system Comm-PASS, may enroll in the SMARTBID electronic bidding system at no cost. Free access to SMARTBID will

SMARTBID

Vendors: Stay on top of contract opportunities by subscribing to SMARTBID, the new online subscription service from Comm-PASS.

Vendor LoginID:
Password:
[Login](#)
[Retrieve Forgotten Login ID](#)
[Reset Forgotten Password](#)

SMARTBID Lets you:

- > Track bids online through the entire process
- > Get emails about amendments and updates
- > Receive emails with new solicitations / contracts that meet your criteria
- > List in the publicly accessible Comm-PASS Business directory [more benefits...](#)

Vendor Tip - NEW!

- > Areas of Interest [learn more...](#)
- > Business Directory [learn more...](#)
- > Getting on the list [learn more...](#)

Step 1

Visit Comm-PASS homepage:

www.comm-pass.com/.

Step 2

Select the "Contracts" tab.

Comm-PASS Procurement Access & Solicitation System

[Login](#)

[QUICK QUOTES](#) [SOLICITATIONS](#) **[CONTRACTS](#)** [FORUMS](#) [BUSINESS DIRECTORY](#) [JOIN](#) [FED STIMULUS](#) [RESOURCE](#)

[Home](#) >

Browse Contracts

- **[Browse All Active Contracts](#)**
Use this tool for broad searches. Access every Active record posted by a single Entity-Department or classified in a specific Category.
- **[Browse All Inactive Contracts](#)**
Use this tool for broad searches. Access every inactive record posted by a single Entity-Department or classified in a specific Category.
- **[Search for a Contract](#)**
Use this tool to locate Statewide Contracts, both Active and Inactive records, or records containing specific criteria you know like Document Number, Last Changed, etc.
- **[Browse All Active Statewide Contracts and Vendors](#)**
Use this tool for broad searches. Access every Active Statewide Contracts and view Statewide Contract Vendors, both Subscribers.
- **[Search for Active Statewide Contract Vendors](#)**
Search by various criteria, including specific Active Statewide Contract Criteria you know like Document Number and specific Vendor like SBPP (Massachusetts Small Business Purchasing Program), SWC Holder (Statewide Contractor), SDO (Supplier Diversity Office), Women-Owned Businesses, formerly SOMWBA, SDP (Supplier Diversity Program plan, formerly Affirmative Market Program plan Products and Services), and more.
- **[Receive Automatic Notifications](#)**
Find out how to enable email alerts for any new posting or update that matches the goods and services Category-Subcategory list of Interest profile!

Step 3

Select the "Search for a Contract" Link

Commonwealth of Massachusetts

Job Aid: How to Search for and Read Statewide Contract PRF44DesignatedOSC ePay Electronic Payments

Step 4

Enter "PRF44" in Document Number Field

Step 5

Click on "Search" button

The screenshot shows the Comm-PASS website's search interface. At the top, there is a navigation bar with links: QUICK QUOTES, SOLICITATIONS, CONTRACTS, FORUMS, BUSINESS DIRECTORY, JOIN, FED STIMULUS, and RESOURCE. Below this is a search bar with the text "Search for a Contract". Underneath, there is a section titled "Search by Keyword" with a text input field for "Keywords:" and a "Search" button. A note below states: "The keyword search is not strongly recommended since it requires you to make an EXACT MATCH. It is not case sensitive, it does not recognize asterisk (*), and does not recognize commands like 'AND.' For best results, leave it empty." Below this is a section titled "**AND** Search by Specific Criteria" with several checkboxes: "Statewide Contract:", "Contains Federal Stimulus:", and "Contains MBE/WBE/DBE Goal:". There are also dropdown menus for "Document Number:" (containing "PRF44"), "Document Status:", "Department:" (with a "Select Department" link), "Contract Type:", "Applicable Procurement Law:", and "Comm-PASS Category:" (with a "Select Category" link). A "Search" button is at the bottom right of this section, circled in red with an arrow pointing to it.

The screenshot shows the Comm-PASS website's search results page. At the top, there is a navigation bar with links: QUICK QUOTES, SOLICITATIONS, CONTRACTS, FORUMS, BUSINESS DIRECTORY, JOIN, FED STIMULUS, and RESOURCE CENTER. Below this is a search bar with the text "Search for a Contract". Underneath, there is a section titled "Search by Keyword" with a text input field for "Keywords:" and a "Search" button. A note below states: "The keyword search is not strongly recommended since it requires you to make an EXACT MATCH. It is not case sensitive, it does not recognize asterisk (*), and does not recognize commands like 'AND.' For best results, leave it empty." Below this is a section titled "**AND** Search by Specific Criteria" with several checkboxes: "Statewide Contract:", "Contains Federal Stimulus:", and "Contains MBE/WBE/DBE Goal:". There are also dropdown menus for "Document Number:" (containing "PRF44"), "Document Status:", "Department:" (with a "Select Department" link), "Contract Type:", "Applicable Procurement Law:", and "Comm-PASS Category:" (with a "Select Category" link). A "Search" button is at the bottom right of this section. Below the search criteria section, there is a message: "There are 1 Contract(s) found that match your search criteria", which is circled in red with an arrow pointing to it. At the bottom, there is a section titled "**AND** Search by Date Ranges".

Step 6

The message "There are 1 Contract(s) found that match your search criteria" will appear

Click on message link

Commonwealth of Massachusetts

Job Aid: How to Search for and Read Statewide Contract PRF44DesignatedOSC ePay Electronic Payments

Step 7

To view an active contract record you must select the Eyeglass icon in the "View Contract" column for the desired contract.

Comm-PASS
Procurement Access & Solicitation System

Quick Quotes | Solicitations | Contracts | Forums | Business Directory | Join | Fed Stimulus | Resource Center

Home > Browse Contracts > Contract Search >

Contract Search Result

One item found.

| End Date | Document Number | Title | Status | Last Changed | View |
|------------|--------------------|--|--------|--------------|------|
| 06/30/2014 | PRF44DesignatedOSC | E-PAY Electronic Payments Statewide Contract | ACTIVE | 07/16/2013 | |

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Comm-PASS System Availability | Site Policies | About OSD | OSD Home Page

Please note: Be sure to pay attention to Last Changed date, this will help you to recognize any potential changes on the language of the OSD Update and timeline for the expiration for this Active Statewide Contract.

Comm-PASS
Procurement Access & Solicitation System

Quick Quotes | Solicitations | Contracts | Forums | Business Directory | Join | Fed Stimulus | Resource Center

Home > Browse Contracts > Contract Search > Search Result >

Summary

Document Number: PRF44DesignatedOSC Issued By: Operational Services Division / Professional and Institutional Services Procurement

Summary | Rules | Issuer(s) | Forms & Terms | Vendor(s) | Updates | Other Information

Document Title: E-PAY Electronic Payments Statewide Contract
Document Status: ACTIVE
Version: 00004
Amendment Reason: Update Vendor Tab Information. NO vendor action required.

Estimated Value (US\$): Not Available Small Procurement - Estimated Value \$10,000 to \$150,000: No
Estimated Units: Not Available Large Procurement - Estimated Value greater than \$150,000: Yes

Start Date: 02/01/2011 10:00AM Last Changed Date: 07/16/2013 07:11PM
End Date: 06/30/2014 11:59PM Award Date: 12/31/2010 11:59PM
Max End Date: 06/30/2015 11:59PM
Issuer may exercise renewal options. See Rules tab for renewal information, if any.

Comm-PASS Category: Professional Services / FINANCIAL-Credit Card Payments--Acceptance of Payments from Public

Procurement Type: Open to All Eligible Public Entities
Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Statewide Contract: Yes Contains Federal Stimulus: No Contains EPP: No
Contains MBE/WBE/DBE: No Contains Prompt Pay Terms: No Seek Quotes: Not Applicable

Search Key Words: Credit Card, IVR, Debt, ACH

Description: The Office of the Comptroller, with designation from the Operational Services Division, administers this Statewide Contract which provides eligible Commonwealth entities the option to offer customers a variety of electronic payment methods. Customers may pay for goods, services and other obligations through ACH and credit cards VISA, MasterCard, Discover and American Express and with PIN debit cards. The ePay transactions can be processed over the web, over the phone via Interactive Voice Response IVR, or in person using point of sale hardware. PRF44DesignatedOSC is the sole Statewide Contract for Electronic Payment Processing Services which must be used by Required Users and should be used by Recommended and Optional Users in order to achieve the most cost effective pricing for the Commonwealth and users. In addition, given the high costs for PCI compliance, security and privacy and maintenance of legacy or other web based systems to support electronic payment

The **Summary Tab** is the first part of the PRF44 Statewide Contract record.

This screen provides information on Document status, start & end date, description, etc.

Commonwealth of Massachusetts

Job Aid: How to Search for and Read Statewide Contract PRF44DesignatedOSC ePay Electronic Payments

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QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

Home > Browse Contracts > Contract Search > Search Result >

Rules

Document Number: PRF44DesignatedOSC Issued By: Operational Services Division / Professional and Institutional Services Procurement

Summary **Rules** Issuer(s) Forms & Terms Vendor(s) Updates Other Information

Contract Rules

1) Calendar Rule Type: Submit a bid per the Solicitation requirements as long as the Close Date has not been exceeded.

2) Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00
Open and competitive procurement for Goods and Services. Evaluated based on criteria designed to determine the best value to the Commonwealth. May be utilized by entities regulated under Chapter 30B if designated as Statewide by the Operational Services Division or its designee.

Contract Renewals

| Renewal Start Date | Renewal End Date |
|---|------------------|
| There are no renewals specified for this contract | |

The **Rules Tab** is where you will find the rules and regulations related to this contract.

Calendar Rule Type
Provides information regarding responding prior to the close date being allowed (open enrollment).

Applicable Procurement Law
Displays which Procurement Law this Solicitation is allocated (Statewide, Municipality, other eligible entities)

Contract Renewals
Provide information on renewal options

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QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

Home > Browse Contracts > Contract Search > Search Result >

Issuer(s)

Document Number: PRF44DesignatedOSC Issued By: Operational Services Division / Professional and Institutional Services Procurement

Summary Rules **Issuer(s)** Forms & Terms Vendor(s) Updates Other Information

Eligible Entities

This is a statewide procurement open for use by all eligible public entities within the Commonwealth of Massachusetts, unless otherwise specified.

Contact Information

Patricia Davis
E-Commerce Program Coordinator
One Ashburton Place
Boston, MA, 02108
(617) 973-2332 (Phone)
patricia.davis@state.ma.us

Additional Team Members

| Team Member Name | Team Member Organization |
|--------------------------------------|--------------------------|
| There are no additional team members | |

Issuer's Tab

This tab shows **Eligible Entities** that are allowed to utilize this contract as well as **Contact Information** if you have questions about using the contract.

***note** – Buyers should read the OSD Update before contacting the Issuer. Many times information is provided in the language of both the OSD Update (located on the Forms & Terms tab) and the RFR that may answer specific questions. When contacting the Issuer, remember to reference the Statewide Contract Number in your communication.

Commonwealth of Massachusetts

Job Aid: How to Search for and Read Statewide Contract PRF44DesignatedOSC ePay Electronic Payments

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Procurement Access & Solicitation System

QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

Home > Browse Contracts > Contract Search > Search Result >

Forms & Terms

Document Number: PRF44DesignatedOSC Issued By: Operational Services Division / Professional and Institutional Services Procurement

Summary Rules Issuance(s) **Forms & Terms** Vendor(s) Updates Other Information

Select All on this Page WARNING: If this tab consists of more than one (1) page, you must navigate to each additional page using the number or Next/Last hyperlinks, then use the file View or Download Files tools to access the additional files. Download Files Selected on this Page

| Select | Upload Date | Document Description | Action? | Action Description | View |
|-------------------------------------|-------------|---------------------------------|---------|--|------|
| <input checked="" type="checkbox"/> | 08/05/2011 | OSD UPDATE #11-18A | Yes | REQUIRED REVIEW - REQUIRED COMPLIANCE TERMS | |
| <input type="checkbox"/> | 02/01/2011 | OSD UPDATE #11-18 | Yes | REPLACED BY #11-18A | |
| <input type="checkbox"/> | 02/01/2011 | EPAY Request For Response (RFR) | Yes | Applies to this Contract | |
| <input type="checkbox"/> | 02/01/2011 | Required Other Specifications | Yes | Apply to Contract | |
| <input type="checkbox"/> | 02/01/2011 | RFR DOC CHECKLIST | Yes | Identifies docs on file - See Solicitation for details | |
| <input type="checkbox"/> | 02/01/2011 | Required RFR Specifications | Yes | Apply to Contract | |
| <input type="checkbox"/> | 02/01/2011 | Required IT Specifications | Yes | Apply to Contract | |
| <input type="checkbox"/> | 02/01/2011 | Standard Contract Form | Yes | Signed by Each Contractor | |
| <input type="checkbox"/> | 01/31/2011 | W-9 Form | Yes | Submit for Legal Name, Address, or Remittance Changes | |
| <input type="checkbox"/> | 01/31/2011 | Commonwealth Terms & Conditions | Yes | Incorporated by Reference to Contract | |

Currently displaying 50 records per page. Change display to 5 10 15 25 records per page.

Please note: On this screen you can view the PRF44 Request for Response (RFR) file, OSD Updates, IRS Form W-9, and Commonwealth Terms & Conditions.

Forms & Terms Tab allows the buyer to see at a glance all the **forms that may be required** when purchasing from the contract.

Action – Yes/No instructs whether or not an action is required for the document.

Action Description – provides the buyer with a description of what action is needed.

View – this Eyeglass icon allows you to view the document

Select the documents and then select **Download Selected Files** to save the documents to another location.

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Procurement Access & Solicitation System

QUICK QUOTES SOLICITATIONS CONTRACTS FORUMS BUSINESS DIRECTORY JOIN FED STIMULUS RESOURCE CENTER

Home > Browse Contracts > Contract Search > Search Result >

Forms & Terms

Document Number: PRF44DesignatedOSC Issued By: Operational Services Division / Professional and Institutional Services Procurement

Summary Rules Issuance(s) **Forms & Terms** Vendor(s) Updates Other Information

Select All on this Page WARNING: If this tab consists of more than one (1) page, you must navigate to each additional page using the number or Next/Last hyperlinks, then use the file View or Download Files tools to access the additional files. Download Files Selected on this Page

| Select | Upload Date | Document Description | Action? | Action Description | View |
|-------------------------------------|-------------|---------------------------------|---------|--|------|
| <input checked="" type="checkbox"/> | 08/05/2011 | OSD UPDATE #11-18A | Yes | REQUIRED REVIEW - REQUIRED COMPLIANCE TERMS | |
| <input type="checkbox"/> | 02/01/2011 | OSD UPDATE #11-18 | Yes | REPLACED BY #11-18A | |
| <input type="checkbox"/> | 02/01/2011 | EPAY Request For Response (RFR) | Yes | Applies to this Contract | |
| <input type="checkbox"/> | 02/01/2011 | Required Other Specifications | Yes | Apply to Contract | |
| <input type="checkbox"/> | 02/01/2011 | RFR DOC CHECKLIST | Yes | Identifies docs on file - See Solicitation for details | |
| <input type="checkbox"/> | 02/01/2011 | Required RFR Specifications | Yes | Apply to Contract | |
| <input type="checkbox"/> | 02/01/2011 | Required IT Specifications | Yes | Apply to Contract | |

File Download

Do you want to open or save this file?

Name: OSD_Update_PRF44_UPDATE82011.doc
Type: Microsoft Word 97 - 2003 Document
From: www.ebidsourcing.com

Open Save Cancel

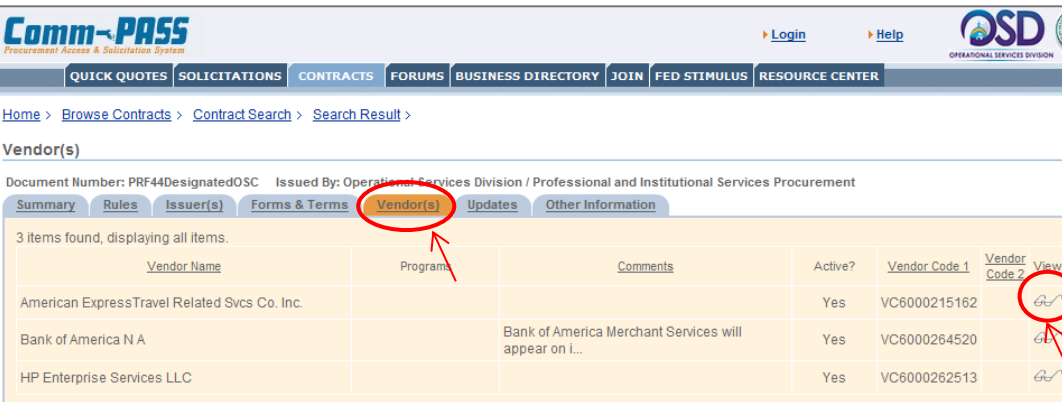
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Open the document by selecting the **Eyeglass Icon**

Select Open to View the document.

Commonwealth of Massachusetts

Job Aid: How to Search for and Read Statewide Contract PRF44DesignatedOSC ePay Electronic Payments



Vendor(s)

Document Number: PRF44DesignatedOSC Issued By: Operational Services Division / Professional and Institutional Services Procurement

3 items found, displaying all items.

| Vendor Name | Programs | Comments | Active? | Vendor Code 1 | Vendor Code 2 | View |
|--|----------|---|---------|---------------|---------------|------|
| American ExpressTravel Related Svcs Co. Inc. | | | Yes | VC6000215162 | | |
| Bank of America N A | | Bank of America Merchant Services will appear on I... | Yes | VC6000264520 | | |
| HP Enterprise Services LLC | | | Yes | VC6000262513 | | |

Vendor Tab
Vendors are listed in order according to the programs they are participating in. View the column headers for details on the Vendor.

Programs – these icons will identify if the vendor attributes such as SBPP participants, SDP (formerly AMP), SDO certified, EPP plan and Prompt Payment Discounts,

Comments – provide an at a glance description of vendor details, areas of service, category of services, regions, or special instructions or restrictions

Active – Yes/No indicates status for using the vendor

Vendor Code – This is the MMARS Vendor Code that you will use to encumber within MMARS. Please note: Departments must encumber using Master Service Agreement Number: MAOSDPRF44DesignatedOSC

Select the Eyeglass Icon to view vendor information, RFR response, pricing structure, and/or other vendor specific details that are associated with the negotiated terms and conditions of the contract.